**Inspection Checklist: Supervisor/Matron**

**Document Number: 207**

1. **Purpose**

This document provides procedures and a checklist to guide facility supervisors/matrons in inspecting waste management practices in a ward. The checklist outlines key items that the supervisor/matron should assess or inspect in their area.

1. **Scope**

An inspection of waste management procedures and practices can reveal the knowledge, attitudes and practices of the staff as well as information on actual adherence to waste management procedures. Information from inspections will help identify current gaps in waste management practices and help determine how to improve them. Please also refer to Doc 203: Health Care Waste Management Audit Procedures ‒ Guidance as well as the other audit and inspection checklists for laboratory, housekeeping/waste handling, and waste holding and storage (see 10. Related Documents, below).

1. **Definitions**

For definitions, refer to Doc 203: Health Care Waste Management Audit Procedures – Guidance.

1. **Responsibilities**
   1. The management should:
      1. Work with the inspector to define the terms and objectives of the audit.
      2. Make sure that the inspector has access to all records, facility areas and staff required.
      3. Ensure that any recommendations resulting from the inspection are implemented without delay.
   2. Facility staff involved in waste management in the inspected area should:
      1. Continue with their tasks as normal during the inspection.
      2. Fully answer any questions the inspector has and provide any other information that is requested.
   3. The inspector should:
      1. Work with management to establish the terms of the inspection.
      2. Diligently review all relevant records and reports.
      3. To the best of his/her ability, objectively assess the current status of waste management practices and adherence to policies and procedures using the attached checklist.
      4. Complete a report that includes a summary and discussion of the information collected and highlights any areas that needing immediate attention or ongoing improvement.
      5. Work with management, as appropriate, to develop a plan to implement recommendations.
2. **Materials and Equipment**

* Documents as in procedures
* Disposable gloves
* Tongs

1. **Hazards and Safety Concerns**
   1. Any waste that has potentially come in contact with a patient or bodily fluids should be assumed to be infectious and handled with proper PPE and procedures.
   2. Sharps may also cause injury and spread infection. During waste audits and inspections, personnel should be on the lookout for improperly disposed sharps, which can be a hazard to themselves and others.
2. **Procedures**
   1. Staff should not have any warning of an inspection. If they are able to anticipate one, they may adjust their behavior so the inspector will not get an accurate impression of actual practices.
   2. Records review. The inspector should review the following documents and reports:

* National or regional medical waste management guidelines
* Facility health care waste management policy
* Facility safety procedures related to waste management
* Standard operating procedures for the facility
* Training logs and other relevant records of staff training on waste management
* Service agreement, if housekeeping/waste handlers are outsourced
* Accident or incident reports
* Previous audit/inspection reports
  1. Physical inspection
     1. Use the attached checklist to assess the current status of waste management practices and adherence to policy and procedures on the ward.

1. **Reporting and Recordkeeping**
   1. The inspector should produce a report that includes a summary and discussion of the data he/she has collected and highlights any areas that need improvement.
   2. Inspection results should be filed for a minimum of three years or longer if local regulations require, so that any persistent problems can be identified and the effects of any changes can be tracked, and for reference by the regulatory authorities.
   3. Whenever possible, the health care facility should make inspect results public if need be.
2. **References**

9.1 Prüss A, Giroult E, Rushbrook P, editors. Safe management of wastes from healthcare activities. Geneva: World Health Organization; 1999. <http://www.who.int/water_sanitation_health/medicalwaste/wastemanag/en/>.

1. **Related documents**

* Doc 203: Health Care Waste Management Audit Procedures ‒ Guidance
* Doc 206: Inspection Checklist: Laboratory Waste Management
* Doc 205: Inspection Checklist: Waste Holding and Storage
* Doc 204:Inspection Checklist: Housekeeping/Waste Handler

1. **Attachments**
   1. Supervisor/Matron Inspection Checklist
   2. Service Delivery Point Waste Container Audit Form

**Attachment 11.1: Supervisor/Matron Inspection Checklist**

*Please note: Use a separate checklist for each ward/area inspected.*

Name of the facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of inspection: \_\_\_\_\_\_\_\_\_\_

Ward/area inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Activities | **Response**  Check Yes or No | | Remarks |
| --- | --- | --- | --- |
| **Waste segregation and collection** | | | |
| Is a flow chart showing the procedure for waste segregation posted and visible in the ward? | Yes | No |  |
| Is the collected waste properly segregated? | Yes | No |  |
| Are the waste containers emptied at the end of each day? | Yes | No |  |
| Are the waste containers overfilled? | Yes | No |  |
| Are the waste containers properly labeled? Are there appropriate signs and posters? | Yes | No |  |
| Do the waste containers have the properly colored bin liners? | Yes | No |  |
| Are the infectious/hazardous waste collection bins located away from the patients? | Yes | No |  |
| Are there bins for nonhazardous materials (ideally segregated for recycling) in the public areas? | Yes | No |  |
| Are supply stocks appropriate to ensure the range of bags and containers for health care wastes? | Yes | No |  |
| Are stocks of appropriate protective clothing available? | Yes | No |  |
| Are waste collection trolleys available and functional? | Yes | No |  |
| Do ward staff immediately replace used bags and containers with the correct new bags or containers? | Yes | No |  |
| Do ward staff keep waste containers and bins clean? | Yes | No |  |
| **Waste transportation and storage** | | | |
| Is waste storage area free from pests and vermin? | Yes | No |  |
| Is waste storage area secure, with access restricted to authorized personnel only? | Yes | No |  |
| Is waste storage area well lit? | Yes | No |  |
| Is waste storage area well ventilated? | Yes | No |  |
| Is waste storage separated from food preparation area and supply room(s)? | Yes | No |  |
| Is stored waste cleared within the following periods?   * Maximum 48 hours during the winter season * Maximum 24 hours during the summer season | Yes | No |  |
| Is waste transported by wheeled trolleys with closed lid? | Yes | No |  |
| Are there separate trolleys for infectious/hazardous waste and for general/recyclable waste? | Yes | No |  |
| Do the trolleys allow segregation to be maintained? | Yes | No |  |
| Are the trolleys clean? | Yes | No |  |
| **Procedures and practices** | | | |
| Are waste management guidelines or manual available for all staff in the ward? | Yes | No |  |
| Are all ward staff aware of the HCWM policies? | Yes | No |  |
| Is procedure for segregation, storage and handling of waste requiring special arrangements, such as autoclaving, available in ward? | Yes | No |  |
| Do all ward employees have the proper vaccinations? | Yes | No |  |
| Are needle stick safety procedures in place? | Yes | No |  |
| Are needle stick safety procedures adhered to? | Yes | No |  |
| **Staff training and information** | | | |
| Has training for health care waste management been provided to all staff in the ward? | Yes | No |  |
| Are the employees up to date on training? | Yes | No |  |
| Are waste management training aids posted? | Yes | No |  |
| Do job descriptions include waste collection, handling, and disposal responsibilities? | Yes | No |  |
| **Housekeeping/ waste handlers** | | | |
| Have all housekeepers or waste handlers of the facility attended training on health care waste management? | Yes | No |  |
| Do housekeepers and waste handlers understand how to correctly use disinfectants to clean the ward? | Yes | No |  |
| Do housekeepers and waste handlers understand the color-coded bins for waste collection? | Yes | No |  |
| Do housekeepers and waste handlers know what to do if there is an accidental spill? | Yes | No |  |
| Do housekeeping and waste handlers use proper PPE? | Yes | No |  |
| Are housekeepers or waste handlers properly vaccinated? | Yes | No |  |

**Attachment 11.2: Service Delivery Point Waste Container Audit Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Enter name of service delivery point (SDP):* | SDP: | | | | | SDP: | | | | | SDP: | | | | |
| *Enter name/location of waste container (WC):*  *For each waste container, mark whether the answer is Y=Yes, N=No, NA=Not applicable* | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: | WC: |
| 1. Are there color-coded bins in black/yellow/red? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Are the bins labeled? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Are there matching color-coded bin liners? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Are waste segregation containers positioned near the waste generation points? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Are waste segregation containers located away from patients? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Is waste segregated adequately? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Do patient carts have designated containers for collecting waste? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Are patient collection waste containers labeled and devoted to each waste stream (sharps, infection, noninfectious)? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Are sharps containers available in areas where sharps are generated? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Is positioning of sharps containers within arm’s reach? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Are there any HCWM posters or other BCC materials posted in the facility/ward? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |